

Computer Literacy - Course Outline

<b>Computer Literacy Course Outline</b>		<b>Points Possible</b>	<b>Course Hours</b>
<b>Course Overview</b>			<b>4</b>
<b>Lab 1: Start the Course</b>			
	<i>Identify computer requirements.</i>		
	<i>Learn how to move through the course.</i>		
	<i>Switch between windows.</i>		
<b>Lab 2: Set Up Your Computer</b>			
	<i>Find files and folders on a computer.</i>		
	<i>Set up a computer to show the List folder view and file name extensions.</i>		
	<i>Make a course folder.</i>		
<b>Lab 3: Set Up a Browser and Install 7-Zip</b>			
	<i>Set up a Web browser.</i>		
	<i>Download and install software.</i>		
<b>Lab 4: Download Resources and Zip Assignments</b>			
	<i>Get the course resources.</i>		
	<i>Learn about finding, completing, and turning in assignments.</i>		
	<i>Zip and unzip files and folders.</i>		
<b>Project 1: Set the Goal</b>			<b>10</b>
<b>Lab 1: Creating a New Document</b>			
	<i>Open Microsoft Word 2003 from the Start menu.</i>		
	<i>Identify areas of the Word workspace: title bar, menu bar, toolbars, and ruler.</i>		
	<i>Add text to a new document.</i>		
<b>Lab 2: Adding and Moving Text</b>			
	<i>Open an existing Word file.</i>		
	<i>Add text to an existing document.</i>		
	<i>Delete, copy, move, and paste text.</i>		
	<i>Save a file with a new name.</i>		
<b>Lab 3: Internet Search Essentials</b>			
	<i>Set Preferences to SafeSearch to filter adult material.</i>		
	<i>Conduct a basic search using effective keywords.</i>		
	<i>Copy and paste information and URL from a Web site to a document.</i>		
<b>Assignment 1A</b>			
	<i>See assignment description document for detailed instructions.</i>	<b>4</b>	
<b>Lab 4: Sending E-mail</b>			
	<i>Address an e-mail using To:, Cc:, and Bcc:.</i>		
	<i>Choose when to use and not to use the To:, Cc:, and Bcc: address lines.</i>		
	<i>Write a clear subject line.</i>		
	<i>Attach a text document to an e-mail message.</i>		
<b>Lab 5: What is Digital Citizenship?</b>			
	<i>Define Digital Citizenship.</i>		
	<i>Explore examples of digital citizenship issues.</i>		
<b>Lab 6: Netiquette</b>			
	<i>Define five netiquette guidelines.</i>		
	<i>View examples and non-examples of following netiquette guidelines.</i>		

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<b>Quiz Study Guide</b>			
	<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 1</b>			
	<i>Project 1 Quiz.</i>	5	
<b>Assignment 1B</b>			
	<i>See assignment description document for detailed instructions.</i>	4	
<b>Project 2: Organize and Share</b>			11
<b>Lab 1: Formatting Text</b>			
	<i>Change text font and font size.</i>		
	<i>Apply bold, underline, and italic effects to text.</i>		
	<i>Change text color.</i>		
<b>Lab 2: Alignment, Bullets, and Numbers</b>			
	<i>List and describe the four options for aligning text.</i>		
	<i>Change the alignment of text.</i>		
	<i>Add bullets and numbering to text.</i>		
	<i>Change bullet style.</i>		
<b>Lab 3: Proofreading and Printing</b>			
	<i>Correct spelling and grammar errors.</i>		
	<i>Preview a document.</i>		
	<i>Identify print settings.</i>		
	<i>Print a document.</i>		
<b>Assignment 2A</b>			
	<i>See assignment description document for detailed instructions.</i>	4	
<b>Lab 4: Creating Favorites</b>			
	<i>Display and hide browser history bar.</i>		
	<i>Set browser History preferences.</i>		
	<i>Clear browser History.</i>		
	<i>Add a site to a Favorites list.</i>		
	<i>Organize Favorites with folders.</i>		
<b>Lab 5: Writing Effective E-mail Messages</b>			
	<i>Identify the qualities of an effective e-mail message.</i>		
	<i>Evaluate the effectiveness of sample e-mail messages.</i>		
	<i>Correct spelling and grammar errors in an e-mail message.</i>		
<b>Lab 6: Netiquette in Writing</b>			
	<i>Use the appropriate address line for the message.</i>		
	<i>Distinguish between formal and informal writing styles.</i>		
	<i>Evaluate the proper writing style for specific audiences.</i>		
<b>Quiz Study Guide</b>			
	<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 2</b>			
	<i>Project 2 Quiz.</i>	5	
<b>Assignment 2B</b>			
	<i>See assignment description document for detailed instructions.</i>	4	
<b>Project 3: Plan Events</b>			11
<b>Lab 1: Getting Started with Excel</b>			
	<i>Open Microsoft Excel 2003 from the Start menu.</i>		
	<i>Identify the main elements of the Excel workspace.</i>		
	<i>Save a worksheet.</i>		
	<i>Identify rows, columns, and cells in a worksheet.</i>		
	<i>Create column and row headers.</i>		
	<i>Enter data in a worksheet.</i>		
	<i>Resize rows and columns.</i>		

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<b>Lab 2: Formatting Spreadsheets</b>		
	<i>Add more data to a saved worksheet.</i>	
	<i>Change fonts, font size, font color, and formatting.</i>	
	<i>Format cell number style.</i>	
	<i>Select a series of cells.</i>	
	<i>Add a column of numbers using AutoSum.</i>	
	<i>Change the alignment of data in cells.</i>	
<b>Lab 3: Setting Up Contacts</b>		
	<i>Create a new contact.</i>	
	<i>Edit contacts.</i>	
	<i>Create a contact group.</i>	
	<i>Send an e-mail to a group.</i>	
<b>Assignment 3A</b>		
	<i>See assignment description document for detailed instructions.</i>	<b>4</b>
<b>Lab 4: Protecting Your Privacy</b>		
	<i>Define personal information.</i>	
	<i>Describe guidelines for protecting privacy online.</i>	
	<i>Evaluate scenarios in which privacy may need to be protected.</i>	
<b>Lab 5: Dealing with Cyber Bullies</b>		
	<i>Define cyber bullying.</i>	
	<i>Identify examples of cyber bullying.</i>	
	<i>Identify appropriate responses to a cyber bully.</i>	
	<i>Identify who to contact if you're a victim of intense cyber bullying.</i>	
<b>Lab 6: Personal Safety on the Internet</b>		
	<i>Define cookies and their advantages and disadvantages.</i>	
	<i>Set cookie preferences to protect privacy online.</i>	
	<i>Choose the safe option in common Internet scenarios.</i>	
	<i>Set pop-up blockers to reduce unwanted and inappropriate content.</i>	
<b>Quiz Study Guide</b>		
	<i>Review the quiz study guide before taking the quiz.</i>	
<b>Quiz 3</b>		
	<i>Project 3 Quiz.</i>	<b>5</b>
<b>Assignment 3B</b>		
	<i>See assignment description document for detailed instructions.</i>	<b>3</b>
<b>Project 4: Plan Details</b>		<b>11</b>
<b>Lab 1: Using Tables</b>		
	<i>Add a table to a document.</i>	
	<i>Apply formatting effects to a table.</i>	
	<i>Insert columns and rows.</i>	
	<i>Change page orientation.</i>	
<b>Lab 2: Formatting Documents</b>		
	<i>Identify the Page Setup options.</i>	
	<i>Change page margins.</i>	
	<i>Add a header and a footer to a document.</i>	
	<i>Create a page break.</i>	
<b>Lab 3: Formatting Cells</b>		
	<i>Apply formatting effects to fonts and worksheet content.</i>	
	<i>Format color and patterns in cells.</i>	
	<i>Add and change cell border styles.</i>	
	<i>Merge cells and center text.</i>	
<b>Assignment 4A</b>		
	<i>See assignment description document for detailed instructions.</i>	<b>4</b>

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<b>Lab 4: Formatting Worksheets</b>		
	<i>Identify Page Setup options.</i>	
	<i>Add a header and footer to a worksheet.</i>	
	<i>Set page options to show gridlines when printed.</i>	
	<i>Change page margins and orientation.</i>	
<b>Lab 5: Effective Searches</b>		
	<i>Use Boolean search terms to narrow searches.</i>	
	<i>Use Google Advanced Search features.</i>	
	<i>Open Web pages in a new window.</i>	
<b>Lab 6: Defending Against Viruses</b>		
	<i>Define virus.</i>	
	<i>Define anti-virus software.</i>	
	<i>Identify the anti-virus software installed on a computer.</i>	
	<i>Identify actions to take if you get a virus.</i>	
	<i>Identify guidelines for defending against and preventing the spread of viruses.</i>	
<b>Quiz Study Guide</b>		
	<i>Review the quiz study guide before taking the quiz.</i>	
<b>Quiz 4</b>		
	<i>Project 4 Quiz.</i>	5
<b>Assignment 4B</b>		
	<i>See assignment description document for detailed instructions.</i>	3
<b>Project 5: Get the Word Out</b>		<b>10</b>
<b>Lab 1: Rights Management</b>		
	<i>Define copyright and identify examples of copyrighted works.</i>	
	<i>Define fair use.</i>	
	<i>Define public domain and identify examples of materials in the public domain.</i>	
	<i>Define rights-managed vs. royalty-free.</i>	
	<i>Define Creative Commons.</i>	
	<i>Identify citations of a source digital file.</i>	
<b>Lab 2: Searching for Media</b>		
	<i>Define file name extensions.</i>	
	<i>Identify common image, sound, and video file types.</i>	
	<i>Identify effective search engines for finding images, videos, and sounds.</i>	
	<i>Set Folder Options to view file name extensions.</i>	
	<i>Download and save image files.</i>	
	<i>Identify guidelines for working with copyrighted media.</i>	
<b>Lab 3: Image Editing Essentials</b>		
	<i>Open and duplicate photos.</i>	
	<i>Crop a photo.</i>	
	<i>Resize an image.</i>	
	<i>Save an edited image.</i>	
<b>Assignment 5A</b>		
	<i>See assignment description document for detailed instructions.</i>	4
<b>Lab 4: Adding Images to Documents</b>		
	<i>Add an image from a file and the Clip Art Gallery.</i>	
	<i>Wrap text around images.</i>	
	<i>Resize images in Word.</i>	
<b>Lab 5: Spelling and Printing in Excel</b>		
	<i>Check for spelling and grammar errors in a worksheet.</i>	
	<i>Set the print options for a worksheet.</i>	
	<i>Use Print Preview.</i>	

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<b>Quiz Study Guide</b>		
<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 5</b>		
<i>Project 5 Quiz.</i>	<b>5</b>	
<b>Assignment 5B</b>		
<i>See assignment description document for detailed instructions.</i>	<b>3</b>	
<b>Project 6: Tell the Story</b>		<b>11</b>
<b>Lab 1: Creating Charts</b>		
<i>Select chart styles to fit the data.</i>		
<i>Create pie and column charts.</i>		
<b>Lab 2: Creating Workbooks</b>		
<i>Format sheet tabs in a workbook.</i>		
<i>Add and move worksheets within a workbook.</i>		
<i>Copy and paste information in a workbook.</i>		
<b>Lab 3: Using Layout Tables</b>		
<i>Use a table to lay out images and text in a document.</i>		
<i>Adjust the size of columns and rows in a table.</i>		
<i>Apply formatting effects to a table.</i>		
<i>Merge cells.</i>		
<i>Add color to cells.</i>		
<i>Change the direction of text.</i>		
<b>Assignment 6A</b>		
<i>See assignment description document for detailed instructions.</i>	<b>4</b>	
<b>Lab 4: Creating a Presentation</b>		
<i>Identify the main features of the PowerPoint workspace.</i>		
<i>Open an existing presentation.</i>		
<i>Identify Slide Layout options.</i>		
<i>Add a new slide to an existing presentation.</i>		
<i>Insert an Excel chart into a slide.</i>		
<i>Rearrange slides using the Slide Sorter View.</i>		
<i>Preview a presentation.</i>		
<b>Lab 5: Reducing Unwanted E-mail</b>		
<i>Identify guidelines for avoiding e-mail viruses.</i>		
<i>Identify guidelines for reducing unwanted e-mails.</i>		
<i>Set up Spam filters.</i>		
<i>Identify guidelines for recognizing and reporting e-mail scams.</i>		
<b>Quiz Study Guide</b>		
<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 6</b>		
<i>Project 6 Quiz.</i>	<b>5</b>	
<b>Assignment 6B</b>		
<i>See assignment description document for detailed instructions.</i>	<b>3</b>	
<b>Project 7: Get Support</b>		<b>10</b>
<b>Lab 1: Using Formulas and Functions</b>		
<i>Add a worksheet to a workbook.</i>		
<i>Write formulas and functions to add and subtract numbers.</i>		
<i>Convert data to a chart.</i>		
<b>Lab 2: Copyright for School</b>		
<i>Identify fair use guidelines for school.</i>		
<i>Identify two consequences of using copyrighted work unfairly.</i>		
<i>Identify examples of standard citations.</i>		
<i>Identify common Web sites for automatic citation generation.</i>		

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<b>Lab 3: Presentation Design</b>		
	<i>Define how Design Template slides are used.</i>	
	<i>Apply design templates to a presentation.</i>	
	<i>Create a speaking note.</i>	
<b>Assignment 7A</b>		
	<i>See assignment description document for detailed instructions.</i>	<b>3</b>
<b>Lab 4: Adding Graphics</b>		
	<i>Insert a picture to a slide from an image file.</i>	
	<i>Resize, crop, and move pictures on a slide.</i>	
	<i>Insert Clip Art pictures.</i>	
	<i>Identify options on the Picture toolbar.</i>	
<b>Lab 5: Transitions and Animations</b>		
	<i>Define transition.</i>	
	<i>Apply transitions to a presentation.</i>	
	<i>Define a PowerPoint animation.</i>	
	<i>Apply animations to a presentation.</i>	
	<i>Apply guidelines for using transitions and animations effectively.</i>	
<b>Lab 6: Publishing and Printing</b>		
	<i>Identify the various printing options.</i>	
	<i>Identify the different settings in the Print dialog window.</i>	
	<i>Print notes for the speaker and the audience.</i>	
	<i>Save a presentation as a single file Web page.</i>	
<b>Quiz Study Guide</b>		
	<i>Review the quiz study guide before taking the quiz.</i>	
<b>Quiz 7</b>		
	<i>Project 7 Quiz.</i>	<b>5</b>
<b>Assignment 7B</b>		
	<i>See assignment description document for detailed instructions.</i>	<b>4</b>
<b>Project 8: Create Your Project</b>		
<b>Assignment 8A</b>		
	<i>See assignment description document for detailed instructions.</i>	<b>4</b>
<b>Assignment 8B</b>		
	<i>See assignment description document for detailed instructions.</i>	<b>10</b>
	<b>Total</b>	<b>90</b>